



EMPLOYMENT OPPORTUNITY

Town of Lexington

We are currently accepting applications for the full-time (35 hours / week) position of:

Enterprise Applications Administrator Information Systems

Starting hourly rate from \$30.27 - \$35.57 / hour
Excellent Benefits

<p>The <u>REQUIRED</u> Town of Lexington application must be received in the Town's Human Resource Department by Friday, June 17, 2016</p>

GENERAL SUMMARY:

Under the general supervision of the Director of Information Technology, supports operation of and assists users of Town software applications.

ESSENTIAL JOB FUNCTIONS:

Provides application and technical support to municipal department users on various information systems including primarily Town enterprise applications and endpoint applications, including financial, HR, and payroll systems, asset management and records management systems, permit tracking system, and public safety systems.

Installs and maintains software, maintains an inventory of software and assists with establishing application standards (including but not limited to operation, applications and security). Researches new software and software upgrades and improvements.

Collaborates with departments to identify issues and needs, evaluates solutions and opportunities and proposes improvements. Participates in the management of projects.

Manages and provides support in installing and testing application enhancements and upgrades for municipal applications; may create new custom features, workflows, configurations, and coding as needed.

Creates system and software documentation.

Provides user software support and training.

Assists with back-end systems support such as Microsoft Exchange and Microsoft server systems, Active Directory, backup and recovery, and others as needed.

Serves as member of an IT support team with shared responsibilities, responds to technology issues, and provides general help desk support.

Performs other related duties as required, directed, or as the situation dictates.

Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

None

MINIMUM EDUCATION & EXPERIENCE:

Experience and Training Guidelines:

Equivalent to a Bachelor's Degree from an accredited college or university in computer science, information technology, or a related field and three to five years of professional experience; or any equivalent combination of education and experience. Preference will be given to experience with one or more of the following: system and database administration, MUNIS financial system or other financial system, public safety software systems, electronic records management systems, asset management and work order systems, time and attendance systems and permitting systems.

QUALIFICATIONS:

Knowledge of:

MS Server 2008 R2 and above.

Advanced administration of a major enterprise application such as Exchange, Backup Exec, Sharepoint, VMWare, Microsoft Dynamics, Salesforce, Novatime, Laserfiche, ViewPermit, PeopleGIS, Computer Aided Dispatch.

MS Office (must be proficient to advanced level).

Various Windows operating systems and alternate operating systems such as Mac, Android, IOS, Chrome, Linux, or other.

Enterprise security software, e.g. antivirus and antimalware software.

Project management procedures.

Human learning styles for successful training.

Customer support and interaction strategies.

Relational database maintenance.

Application and database security best practices.

Report writing software such as Crystal Reports, SQL report writer.

Basic network setups including wired or wireless.

Basic technology hardware support.

Basic security and federal regulatory requirements such as HIPAA, PCI and CJIS.

Ability to:

Learn and adapt to new technologies/systems/architectures.

Effectively teach and train a broad spectrum of topics to many levels of competency.

Work well in an environment with multiple critical deadlines, juggling multiple tasks at one time.

Work collaboratively and effectively with various departments.
Demonstrate & practice effective interpersonal communication, presentation, problem solving and analytical skills.
Develop schedules and long-range/short range plans to achieve stated goals.
Understand business flow and understand the needs of various departments and users.
Prepare and analyze complex reports.
Maintain efficient and effective automated systems.
Establish and maintain effective working relationships with those contacted in the course of work.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. May be required to crouch, crawl, stand for long periods of time and lift computer equipment.

Office equipment (personal computer, computer peripherals, telephone, calculator, copier, mobile devices, facsimile, etc.), servers, network equipment, testing equipment, small hand tools and passenger vehicle. Must be sighted and able to perceive and discriminate colors and visual cues. Must be able to perceive and discriminate sounds and speak at a normal rate of conversation. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color discrimination and the ability to adjust focus. Work requires extended periods of sitting, reaching, typing, and mousing, which requires eye-hand coordination and finger dexterity. Frequently lifts and/or moves equipment weighing up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

<p>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</p>

APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Internet at www.lexingtonma.gov, emailing jobs@lexingtonma.gov, calling (781) 698-4591 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

Applicants must be able to pass a background/security check including CORI screening.

<p>Application must be received in the Town's Human Resource Department by Friday, June 17, 2016</p>

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4591
